User Guide
Stellar
OST to PST Converter 5.0

Overview

Stellar OST to PST Converter offers a complete solution to convert OST files to Microsoft Outlook Personal Storage (PST) files. It also gives you an option to save emails in other formats.

The software converts a complete OST file to PST mailbox including contents such as e-mails, attachments, contacts, calendars, tasks and journals. You can also save emails in any one of the five following formats:

- EML
- MSG
- PDF
- HTML
- RTF

To view data from a newly converted file, you need to import the new PST file into MS Outlook.

Stellar OST to PST Converter also ensures recovery of accidentally deleted e-mails that you have emptied from the deleted items folder. After converting an OST file, the software shows its original content. All folders from the original OST file are shown along with their content in a three-pane structure.

Key features:

- Enables you to view messages in a 3-view format.
- Selective conversion of mails.
- Find option to search mails faster.
- Converts e-mails, calendar entries, contacts, notes, tasks and journals from OST files.
- Restores formatting from RTF and HTML messages.
- Supports conversion of encrypted OST files.
- Converted mailbox is saved as a new PST file on any drive (including network drives) visible to host computer.
- Can save single mail messages in EML, MSG, RTF, HTML, and PDF format.

What's New in this Version?

New features in Stellar OST to PST Converter include:

- Support for MS Office 2013 (32 bit version), MS Office 2010 (32 bit and 64 bit versions).
- Enhanced preview feature for calendars, tasks, journals and contacts.
- New GUI - look and feel matches MS Office 2007 GUI.
- Right-click option to save emails in any one of the following formats from preview section itself - MSG, EML, RTF, HTML and PDF.
- Option to arrange scanned emails and messages as per Date, From, To, Subject, Type, Attachment and Importance. You can also arrange scanned emails in form of groups.

Installation Procedure

Before installing the software, ensure that your system meets the minimum system requirements.

Minimum System Requirements

- **Processor**: Pentium Class
- **Operating System**: Windows 8 / Windows 7 / Windows Vista / Windows XP
- **Memory**: 512 MB
- **Hard Disk:** 50 MB of free space
- **MS Outlook**: 2013* / 2010 / 2007 / 2003 / 2002 (XP) / 2000
- **Internet Explorer**: Version 6.0 or later

* 32 bit edition only.

To install the software:

1. Double-click **StellarOSTtoPSTConverter.exe** executable file to start installation. **Setup - Stellar OST to PST Converter** dialog box is displayed.
2. Click **Next**. **License Agreement** dialog box is displayed.
3. Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next**. **Select Destination Location** dialog box is displayed.
4. Click **Browse** to select the destination path where the setup files will be stored. Click **Next**. **Select Start Menu Folder** dialog box is displayed.
5. Click **Browse** to provide path for program's shortcuts. Click **Next**. **Select Additional Tasks** dialog box is displayed.
6. Select check boxes as per your choice. Click **Next**. **Ready to Install** dialog box is displayed.
7. Review your selections. Click **Back** if you want to change them. Click **Install** to start installation. The Installing window shows the installation process.
8. On completion of the installation process, **Completing the Stellar OST to PST Converter Setup Wizard** window is displayed. Click **Finish**.

Note: *Clear Launch Stellar OST to PST Converter check box to prevent the software from launching automatically.*

Launching the Software

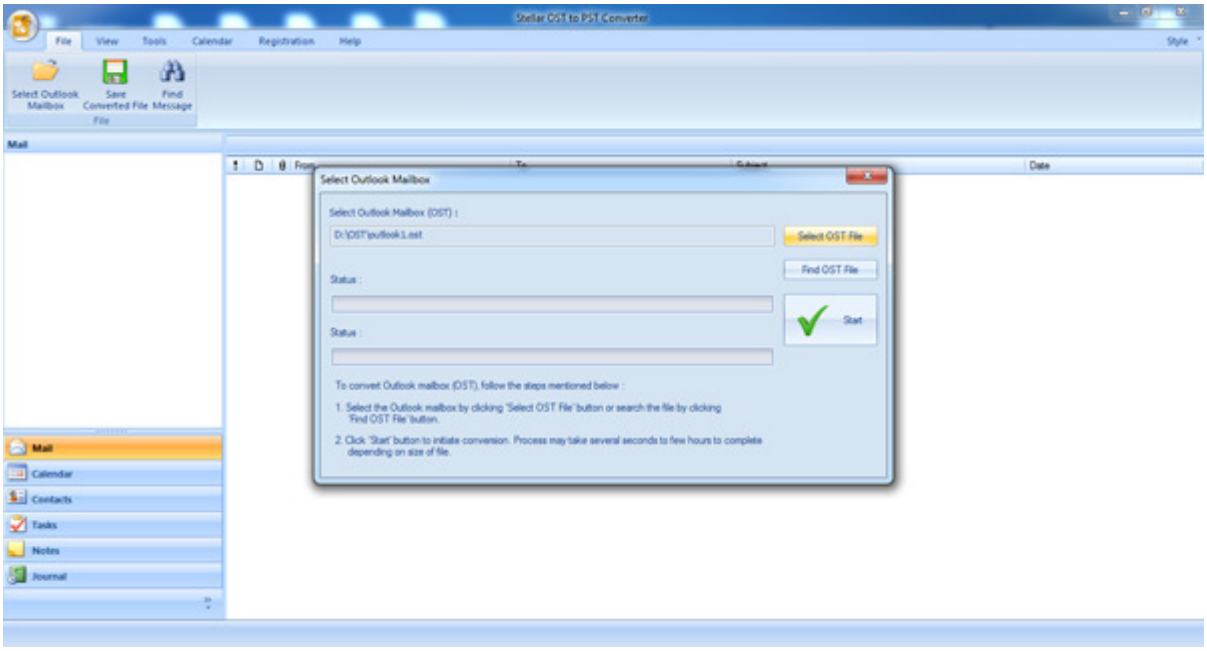
You can use either of the following methods to start **Stellar OST to PST Converter**:

- Click **Start** -> **Programs** -> **Stellar OST to PST Converter** -> **Stellar OST to PST Converter**.
- Double click **Stellar OST to PST Converter** icon on the Desktop.
- Click **Stellar OST to PST Converter** icon in Quick launch.

User Interface

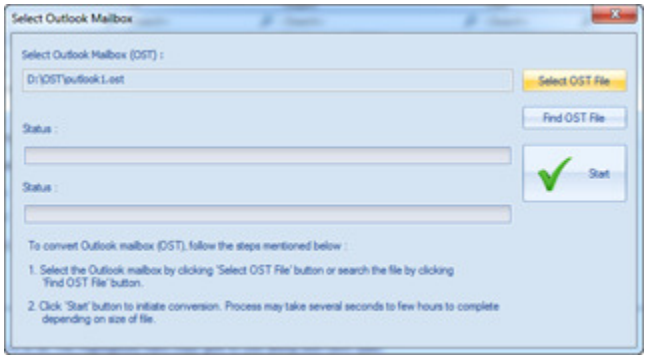
Stellar OST to PST Converter has a simple and easy to use Graphical User Interface (GUI). The GUI of Stellar OST to PST Converter resembles the GUI of MS Office 2007.

After launching the software, the main user interface appears as shown below:



The user interface contains menus and buttons that allow you to access various features of the software with ease.

When you start **Stellar OST to PST Converter**, the **Select Outlook Mailbox** dialog box opens as shown below:


Select Outlook Mailbox
Select Outlook Mailbox (OST) :
Select OST File
Find OST File
Status :
Start
To convert Outlook mailbox (OST), follow the steps mentioned below :
1. Select the Outlook mailbox by clicking 'Select OST File' button or search the file by clicking 'Find OST File' button.
2. Click 'Start' button to initiate conversion. Process may take several seconds to few hours to complete depending on size of file.

To select an OST file, click on **Select Outlook File** button. Select the OST file that needs to be converted and then click **Start** to initiate the conversion process.

Stellar OST to PST Converter also allows you to find OST files, in case you don't know the location of the OST file, you want to convert. Click on **Find OST File** button, **Find Mailbox** dialog box opens. Use **Look in** to specify the drive in which you wish to search for OST files, and then click **Start** to search for files.

Note: *Select Outlook Mailbox dialog box can also be opened by selecting Select Outlook Mailbox in the File menu.*

Menus

File

Select Outlook Mailbox

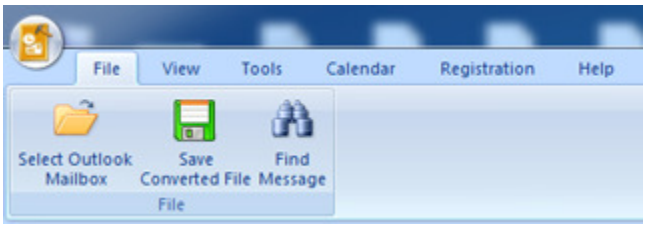
Opens **Select Outlook Mailbox** dialog box, using which you can select / search for OST files.

Save Converted File

Saves the PST file at your specified location.

Find Message

Use this option to search for specific emails and messages from the list of emails.



File Menu

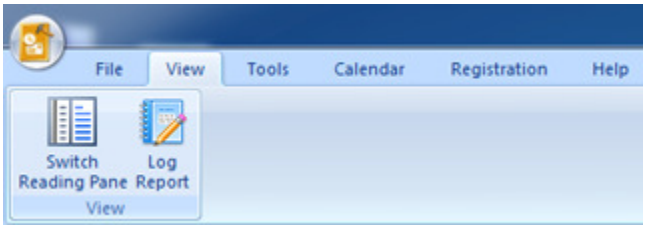
View

Switch Reading Pane

Use this option to switch between horizontal and vertical views of the reading pane.

Log Report

Use this option to view the log report.

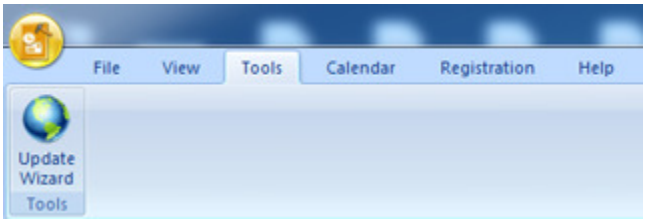


View Menu

Tools

Update Wizard

Use this option update your software



Tools Menu

Calendar

Day

Use this option to list all the entries of a particular day from the list of the scanned emails.

Work Week

Use this option to list all the entries of a work week (from Monday to Friday).

Week

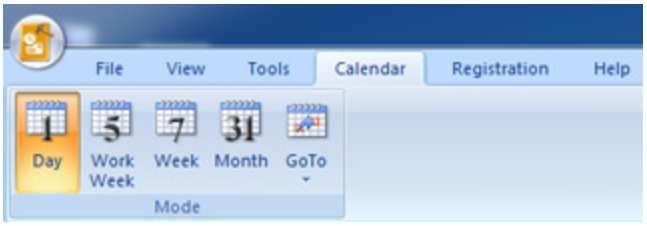
Use this option to list all the entries of a week (from Monday to Sunday).

Month

Use this option to list all the entries of a particular month.

GoTo

Use this option to list all the entries of the current date or any particular date.

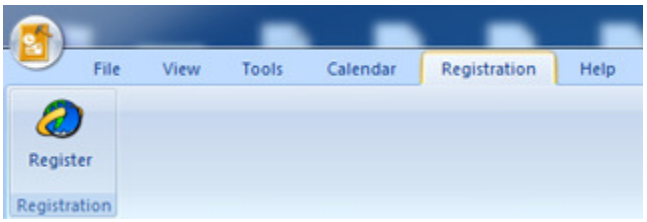


Calendar Menu

Registration

Register

Use this option to register the software after purchasing the software.



Registration Menu

Help

Help Topics

Use this option to open the help manual of the software.

Order

Use this option to buy **Stellar OST to PST Converter**.

Support

Use this option to visit the support page of stellarinfo.com

Knowledgebase

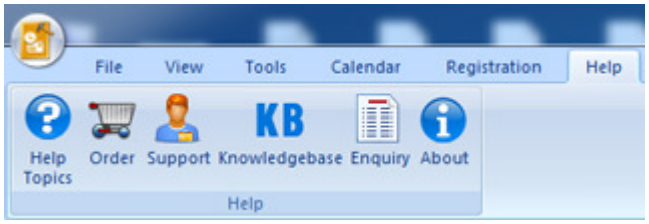
Use this option to visit the Knowledgebase articles of stellarinfo.com

Enquiry

Use this option to submit enquiry to stellarinfo.com

About

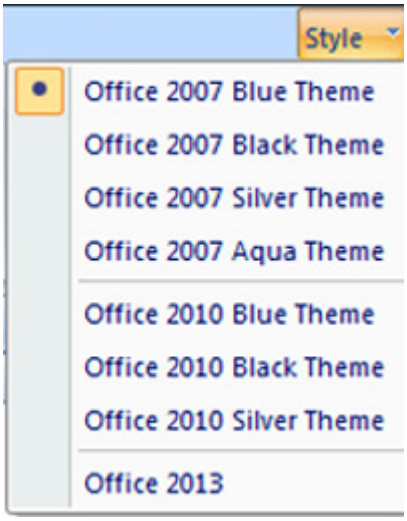
Use this option to read information about the software.



Help Menu

Style

Use this option to switch between various themes for the software, as per your choice. **Stellar OST to PST Converter** offers the following themes: **Office 2007 (Blue, Black, Silver, Aqua)**, **Office 2010 (Blue, Black, Silver)**, and **Office 2013 Theme**.



Style Menu

Buttons

Stellar OST to PST Converter toolbar has following buttons / options:

Click this button to open **Select Outlook Mailbox** file dialog box.

Click this button to save the PST file to a location of your choice.

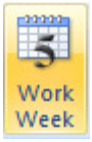
Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in left-pane, by default, the right pane shows the details in horizontal columns. Click **Switch Reading Pane** button to change the position to vertical columns.

Click this button to view the **Log Report**, which contains the details of the conversion process.

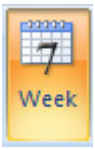
Click this button to open **Find Message** dialog box, using which you can search for specific emails using sender's email, recipient's email, subject or date.

Click this button to update your software. Use this option to check for both, major and minor versions of the software.

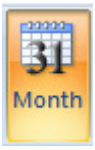
Click this button to list all the entries of one particular day from the list of the scanned emails.



Click this button to list all the entries of a work week (from Monday to Friday).

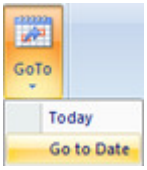


Click this button to list all the entries of a week (from Monday to Sunday).

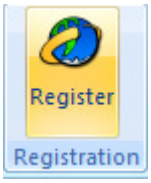


Click this button to list all the entries of a particular month.

Click this button to list all the entries of the current date.

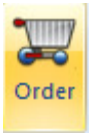


Click this button to list all the entries of a particular day (any single day except the current date).



Click this button to register the software after purchasing.

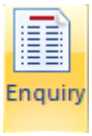
Click this button to open the help manual for **Stellar OST to PST Converter**.



Click this button to purchase the software.

Click this button to open Stellar Information Technology Pvt. Ltd. online support website.

Click this button to visit the Knowledgebase articles of stellarinfo.com



Click this button to submit an enquiry to stellarinfo.com

Click this button to read more information about the software.

Ordering the Software

To know more about **Stellar OST to PST Converter**, click here.

To purchase the software online, please visit http://www.stellarinfo.com/email-repair/convert-ost-pst/buy-now.php

Alternatively, click on **Order** icon in **Help Menu** on the **Menu Bar** to purchase the software online.

Select either of the methods given above to purchase the software.

Once the order is confirmed, a serial number will be sent to you through e-mail, which would be required to activate the software.

Registering the Software

You can download demo version of **Stellar OST to PST Converter** software from here. The demo version is just for evaluation purposes and you must eventually register the software to use its full functionality. Once you purchase the software, you will receive a key using which you can register the software.

You can register the software using any of the following methods:

- Online Registration

  After purchasing the software, a serial number will be sent via email, which is required to register the software. You need to enter the serial number, which is then verified by a license server and on verification, the software is registered.

- Manual Registration

  To register the software manually, you will need to generate a PHX_REG.txt file and mail it to support@stellarinfo.com. After verification of the serial number and purchase details, the site key, which is required to register the software manually, will be sent to your email address.

Note: *If the software is downloaded from http://www.stellarinfo.com/email-repair/convert-ost-pst/buy-now.php (i.e., ESD version), it must be registered using Serial Number (received through email after purchasing the product) to use all the features of the software. If the software is installed using the product installation CD (i.e., BOX version), hardware lock* *, that is available with the software kit, is mandatory for the functioning of the software.*

Online Registration

To register the software online:

1. Launch demo version of **Stellar OST to PST Converter** software.
2. From **Menu Bar,** select **Registration.** Click **Register**.
3. In **Registration Option** dialog box, select **I have the registration key**.
4. Select **Online Registration**. Click **OK**. A warning will appear, click **OK** to continue.
5. In **Welcome to Stellar Phoenix - Electronic Software Registration** wizard, click **Next**.
6. Type the serial number (received through email after purchasing the product) in serial number field. Click **Next**.
7. The software would automatically communicate with the license server. After the registration is done, click **Finish** to complete the registration process.

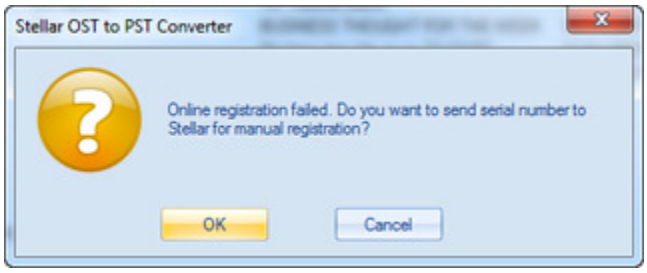
Stellar Phoenix - Electronic Registration Wizard
To complete the software registration you need to enter the serial number
The serial number has been sent to you through email by our payment-processing agent, immediately after purchase.
Serial number
Cancel
< Previous
Next >

Registration Screen

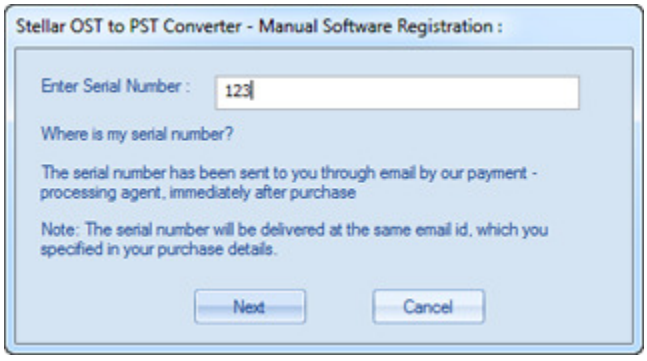
Manual Registration

To register the software manually:

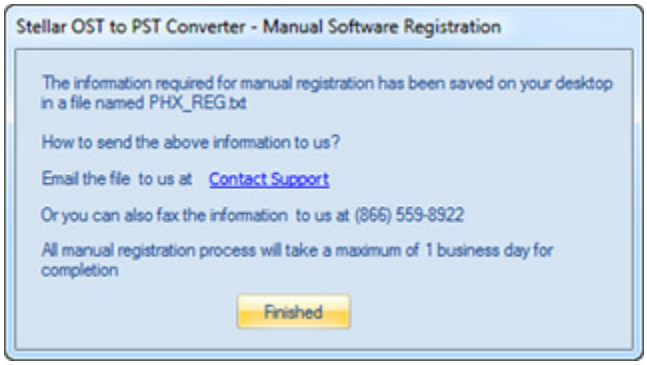
1. Launch the demo version of **Stellar OST to PST Converter**.
2. From **Menu Bar**, select **Registration** option. Click **Register**.
3. In **Registration Option** dialog box, select **I have the registration key**.
4. Select **Online Registration**. Click **OK**. A warning will appear, click **OK** to continue.
5. In **Welcome to Stellar Phoenix - Electronic Software Registration** wizard, click **Cancel**.
6. **Stellar OST to PST Converter** dialog box will open, click **OK**.


Stellar OST to PST Converter
Online registration failed. Do you want to send serial number to Stellar for manual registration?
OK
Cancel

7. In **Stellar OST to PST Converter - Manual Software Registration:** dialog box, enter the serial number that you receive once you purchase the software. Click **Next**.


Stellar OST to PST Converter - Manual Software Registration :
Enter Serial Number :
123
Where is my serial number?
The serial number has been sent to you through email by our payment - processing agent, immediately after purchase
Note: The serial number will be delivered at the same email id, which you specified in your purchase details.
Next
Cancel

8. A file named PHX_REG.txt is created on your desktop. Email it to support@stellarinfo.com. Click **Finished**.

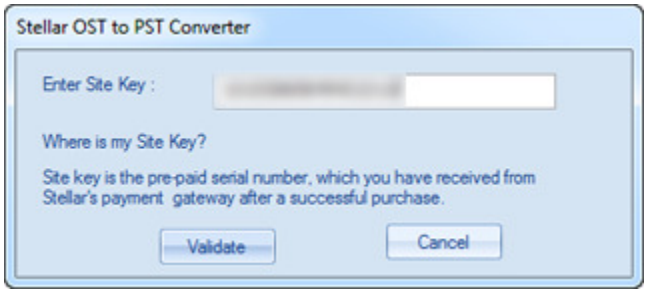

Stellar OST to PST Converter - Manual Software Registration
The information required for manual registration has been saved on your desktop in a file named PHX_REG.txt
How to send the above information to us?
Email the file to us at Contact Support
Or you can also fax the information to us at (866) 559-8922
All manual registration process will take a maximum of 1 business day for completion
Finished

9. After verifying the purchase details, you will receive the site key, which is required to register the software manually.

10. After receiving the Site Key, open **Stellar OST to PST Converter**. In **Registration Option** dialog box, select **I have the registration key**.

11. Select **Manual Registration** and Click **OK**.

12. Enter the Site Key in **Stellar OST to PST Converter** dialog box. Click **Validate**.


Stellar OST to PST Converter
Enter Site Key :
Where is my Site Key?
Site key is the pre-paid serial number, which you have received from Stellar's payment gateway after a successful purchase.
Validate
Cancel

Note: *The site key is delivered to the email address through which the serial number is sent.*

Updating the Software

Stellar releases periodical software updates for **Stellar OST to PST Converter** software. You can update the software to keep it up-to-date. These updates can add a new functionality, feature, service, or any other information that can improve the software. Update option of the application is capable of checking for latest updates. This will check for both latest minor and major versions available online. You can easily download minor version through the update wizard. However, the major version, if available, has to be purchased. While updating the software, it's recommended to close all the running programs. Note that demo version of the software cannot be updated.

To update Stellar OST to PST Converter:

1. Go to **Tools** option in **Menu Bar**. Click **Update Wizard**.

2. **Update Wizard** window will open. Click **Next**. The wizard will search for latest updates, and if it finds any new updates, a window will pop up indicating its availability.

3. Click **Next** and the software will download the files from the update server. When the process is complete, the software will upgrade to the latest version.

Live Update may not happen due to following reasons:

- Internet connection failure

- Updates are not available

Note: *If a major version is available, you need to purchase the software in order to upgrade it.*

Stellar Support

Our **Technical Support** professionals will give solutions for all your queries related to **Stellar** products.

You can either call us or go online to our support section at http://stellarinfo.com/support/

For price details and to place the order, click http://www.stellarinfo.com/email-repair/convert-ost-pst/buy-now.php

Chat Live with an **Online** technician at http://stellarinfo.com/support/

Search in our extensive **Knowledgebase** at http://www.stellarinfo.com/support/kb

Submit enquiry at http://www.stellarinfo.com/support/enquiry.php

Send e-mail to **Stellar Support** at support@stellarinfo.com

Support Helpline **Monday to Friday [24 Hrs. a day]**	
USA (Tollfree- Pre Sales Queries)	+1-877-778-6087
USA (Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Australia & Asia Pacific	+61-280-149-899
Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-124-432-6777
Skype Id	stellarsupport
Email Orders	orders@stellarinfo.com

How To...

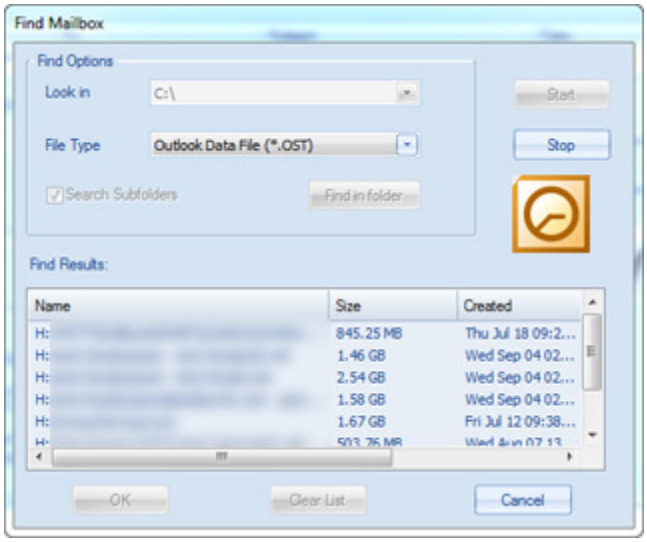
- Find OST Files
- Convert OST files
- Find, View, and Save a Single Message
- Arrange Scanned Emails
- Import PST file in MS Outlook
- Read EML, MSG, RTF, HTML and PDF Files
- Save Log Report

Find OST Files

Stellar OST to PST Converter allows you to search for OST files in your computer. Using the **Find OST File** option, you can search for OST files in your computer's drives, folders and sub folders. However, you can only select one drive at a time to search for OST files.

To find OST files in drives:

1. From **File menu**, click on **Select Outlook Mailbox** icon to open **Select Outlook Mailbox** dialog box.
2. Click **Find OST File** button. **Find Mailbox** dialog box opens.
3. From **Look in** field under **Find Options** section, select the drive you want to search for OST files. Click **Start**.
4. After the search is finished, a list of OST files found in the selected drive is shown in **Find Mailbox** dialog box, under the **Find Results** section.



Find OST Files

To find OST files in folders and subfolders:

1. From **File menu**, click on **Select Outlook Mailbox** icon to open **Select Outlook Mailbox** dialog box.
2. Click **Find OST File** button. **Find Mailbox** dialog box opens.
3. In **Find Mailbox** dialog box, click **Find in folder** button. **Browse for Folder** dialog box opens.
4. Select the folder from which you want to search OST files. Click **Start**. Also, if you want to search subfolders within that folder, select **Search Subfolders** checkbox.
5. After the search is finished, list of OST files found in the selected drive is shown in **Find Mailbox** dialog box, under **Find Results** section.

Note: *Click Clear List button to clear the search result.*

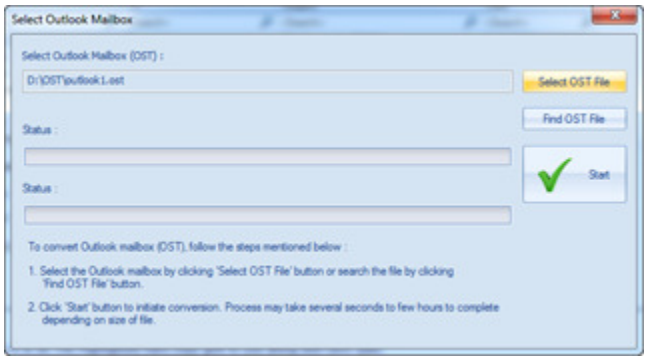
Convert OST Files

If you know the location of OST files, then you can directly specify the location and start converting OST to PST mailbox. If you do not know the location, then you can search for OST file by using the **Find OST File** option of **Stellar OST to PST Converter** software.

To convert OST files:

1. Run **Stellar OST to PST Converter** software. From the **Select Outlook Mailbox** dialog box, select / find the OST files that you want to convert. Click **Start** to initiate conversion of the selected OST file.

2. The time required for conversion depends on the size of selected OST file. You can stop the conversion process by clicking **Stop** button, that appears during the conversion of selected OST file.


Select Outlook Mailbox
Select Outlook Mailbox (OST) :
D:\OST\outlook1.ost
Select OST File
Find OST File
Status :
Start
Status :
To convert Outlook mailbox (OST), follow the steps mentioned below :
1. Select the Outlook mailbox by clicking 'Select OST File' button or search the file by clicking 'Find OST File' button.
2. Click 'Start' button to initiate conversion. Process may take several seconds to few hours to complete depending on size of file.

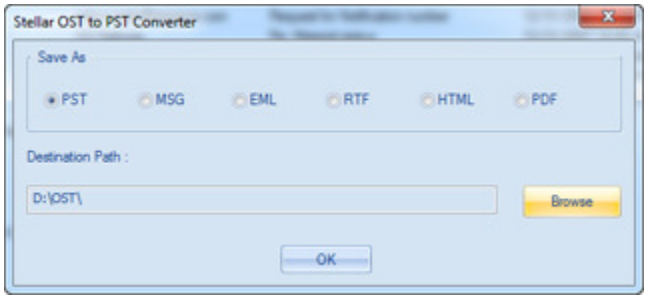
3. After completion of the conversion process, **Stellar OST to PST Converter** application window shows the preview of the OST file. The converted file, along with its original content is shown in a three-pane structure.

   All mailbox folders will be listed in the left-pane, under the root node. Click on a folder to view its items. Click an email to view its content. In addition to emails, calendar, contacts, tasks, notes, and journals can also be viewed by clicking on respective folders or buttons.

   To switch between vertical and horizontal reading panes, click **Switch Reading Pane** button in **View Menu**.

4. To save the converted OST file, click **Save Converted File** button in **File Menu**. **Stellar OST to PST Converter** dialog box opens. Click **Browse.**

5. In **Browse for Folder** dialog box, select the location where you want to save the PST file. Click **OK**.



6. The converted file (PST) will be saved at your specified location. You will need to import the PST file to **Microsoft Outlook** in order to use it.

Note: *You can stop the scan and conversion process individually. If you stop the scanning process, then no files will be converted. If you stop the conversion process, then those files will be shown, that were converted until the process was stopped. Also, Microsoft Outlook should be closed before starting the scanning process.*

Find, View and Save a Single Message

Stellar OST to PST Converter allows you to find a particular message from the converted PST file. The software offers a **Find Message** feature, which helps you narrow the search using various search options. You can save a message directly from the search result in EML, MSG, RTF, HTML or PDF format.

To find messages:

1. Click on **Find Message** icon in **File Menu**. **Find Message** dialog box opens.

2. Specify the search criteria in **Find Message** dialog box.

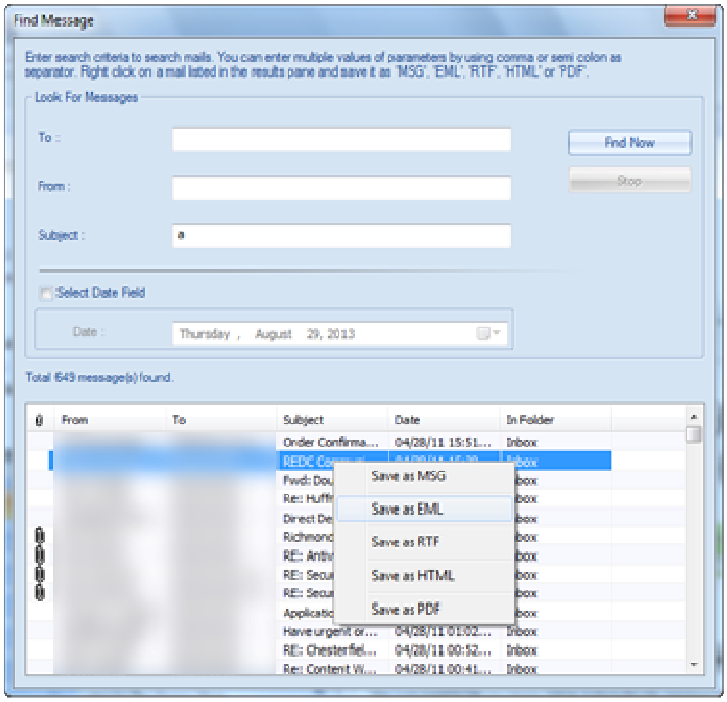
   - In **To** field, specify all or few characters of email ids of recipients. Key words should be separated by a semicolon (;).

   - In **From** field, specify all or few characters of email ids of senders. Key words should be separated by a semicolon (;).

   - In **Subject** field, specify the subject that you need to search.

   - If you want to search for emails sent or received on a particular date, select **Select Date Field** checkbox, and select date from **Date** drop box.

   3. Click **Find Now** button to start search.


Find Message
Enter search criteria to search mails. You can enter multiple values of parameters by using comma or semi colon as separator. Right click on a mail listed in the results pane and save it as 'MSG', 'EML', 'RTF', 'HTML' or 'PDF'.
Look For Messages
To :
From :
Subject :
Find Now
Stop
Select Date Field
Date :
Thursday , August 29, 2013
Total 1649 message(s) found.
From
To
Subject
Date
In Folder
Save as MSG
Save as EML
Save as RTF
Save as HTML
Save as PDF

Find Message

To view messages:

1. After the search is complete, a list of emails that match the search criteria is shown.

2. Double-click on an email to open it in a new window.

To save messages:

- To save any message from the search result list, simply right-click on it and:

- Select **Save as MSG** to save the message in MSG format.
- Select **Save as EML** to save the message in EML format.
- Select **Save as RTF** to save the message in RTF format.
- Select **Save as HTML** to save the message in HTML format.
- Select **Save as PDF** to save the message in PDF format.

You need to import the message in MS Outlook in order to view it.

Arrange Scanned Emails

Stellar OST to PST Converter allows you to arrange converted mails as per date, from, to, subject, type, attachment, and importance. This feature helps you to sort and organize the messages into pre-defined groups.

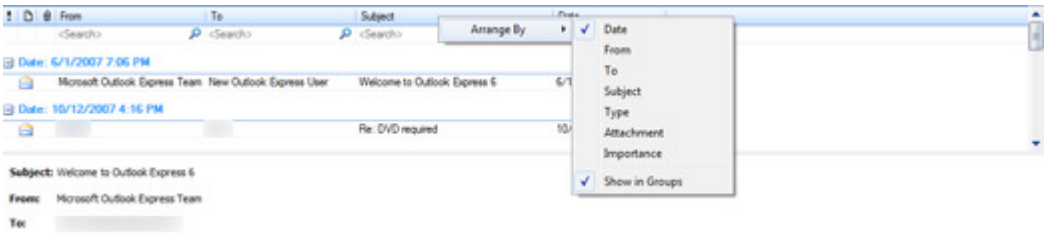
The software provides seven pre-defined, standard arrangements that you can choose from. They are available in the pane listing all the scanned emails / messages.

To arrange scanned email and messages:

1. Run **Stellar OST to PST Converter**.

2. Select the OST file that needs to be converted.

3. After scanning, the application will list all the emails from the converted OST file in the preview pane.



4. Right-click on email grid column headers and you will get the **Arrange By** option.

5. Select either of the following properties from the **Arrange By** list to list the emails as per the selected criteria:

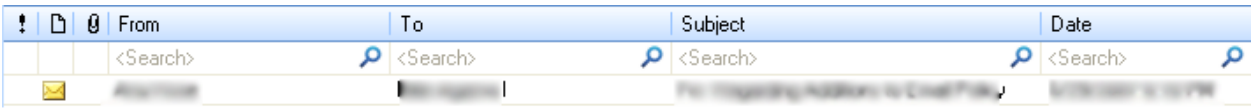
- **Date**
- **From**
- **To**
- **Subject**
- **Type**
- **Attachment**
- **Importance**
- **Show in Groups**

Search e-mails option at mail grid

You can search for specific emails from preview pane itself. Once the converted OST file appears in the preview pane, you can enter the search text in the column header search box to search for emails in a given column. This search is performed on a single column only.

To search for e-mails in preview pane, follow the steps given below:

1. Run **Stellar OST to PST Converter** application.
2. Select the OST file which needs to be converted.
3. After scanning, the application will list all the emails converted from the OST file in preview pane.
4. Enter search text in any of mail grid search box. You can enter text in From, To, Subject, and Date mail grid column headers only.



5. The application will show all the emails and messages fulfilling the search criteria.

Import PST file in MS Outlook

To import PST file in MS Outlook 2010 / 2013:

1. Open Microsoft Outlook. From **File Menu**, select **Open** -> **Import**. (For MS Outlook 2013, select **Open and Import** from **File Menu**)

2. From **Import and Export Wizard** window, select **Import from another program or file**, click **Next**.

3. In **Import a File** dialog box, select **Outlook Data File (.pst)**, click **Next**.

4. Click **Browse** to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.

5. In **Import Outlook Data File** dialog box, select the folders that should be imported in Microsoft Outlook. Click **Finish**.

To import PST file in MS Outlook 2007 / 2003:

1. Open **Microsoft Outlook**. From **File menu**, select **Import and Export**.

2. From **Import and Export Wizard** window, select **Import from another program or file**, click **Next**.

3. In **Import a File** dialog box, select **Personal Folder File (PST)**, click **Next**.

4. Click **Browse** to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.

5. In **Import Personal Folders** dialog box, select the folders that should be imported in Microsoft Outlook. Click **Finish**.

Read EML, MSG, RTF, HTML and PDF Files

To read an e-mail saved as an EML file:

1. Navigate to the location where EML file is saved or click on the link displayed in success message dialog box.

2. Double-click to open the file as a regular e-mail in MS Outlook window.

To read an e-mail saved as a MSG file:

1. Navigate to the location where MSG file is saved or click on the link displayed in success message dialog box.

2. Double-click to open the file as a regular e-mail in MS Outlook window.

To read an e-mail saved as a RTF file:

1. Navigate to the location where RTF file is saved or click on the link displayed in success message dialog box.

2. Double-click to open the file in Wordpad.

To read an e-mail saved as a HTML file:

1. Navigate to the location where HTML file is saved or click on the link displayed in success message dialog box.

2. Double-click to open the file in your default browser.

To read an e-mail saved as a PDF file:

1. Navigate to the location where PDF file is saved or click on the link displayed in success message dialog box.

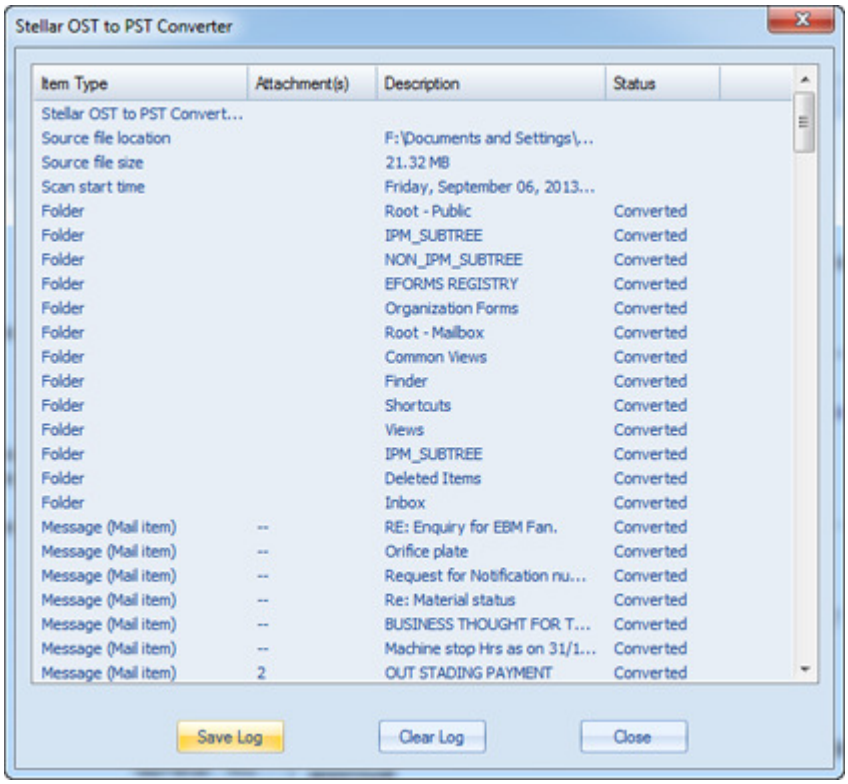
2. Double-click to open the file in a PDF file reader.

Save Log Report

With **Stellar OST to PST Converter**, you can save the **Log Report** to analyze the conversion process at a later stage.

To save Log Report:

1. From **View menu**, select **Log Report**.
2. In **Stellar OST to PST Converter** dialog box, click **Save Log**.



3. In **Save As** dialog box, specify the location where you want to save the log file. Click **Save**.

To clear Log Report:

1. From **View menu**, select **Log Report**.
2. In **Stellar OST to PST Converter** dialog box, click **Clear Log**.

FAQs

1. **Can I convert OST files in any other format?**

   Stellar OST to PST Converter converts OST files to PST mailbox. You can also save individual mails in **MSG**, **EML**, **PDF**, **RTF** or **HTML** formats.

2. **I have forgotten the path of my OST file. Can I search for the OST file using the application?**

   Of course, you can search for OST files in a specific drive or folder. Click **Find OST File** option in the application to locate the OST file.

3. **How much time Stellar OST to PST Converter software takes to covert an OST file to PST mailbox?**

   The scanning time depends upon the size of OST file. While the process is running, you have to wait for conversion process to complete. Once the process is complete you can save the newly created PST mailbox at the specified location.

4. **I want to analyze the conversion process. Can I see the log report at a later stage?**

   Yes, the application gives you an option to save the log report as a text file that you can view at a later stage.

5. **I have converted my OST file to PST. How can I import it in MS Outlook?**

   Please follow the link for steps to import a PST file in MS Outlook.

6. **What is an OST File ?**

   If you use Outlook as an Exchange Server client and do not use PST file to store your data (instead store your data on the Exchange Server), OST file allows you to work offline. OST file acts essentially as an offline copy of your data store on the Exchange Server. When you're working offline, all changes that you make to contacts, messages, and other Outlook items and folders occur in the offline store. When you go online again, Outlook synchronizes the changes between offline store and your Exchange Server store.

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